

STATEMENT OF WORK
FOR
TV STUDIO SERVICE – GENERAL STUDIO TECHNICIAN SERVICES
STUDIO TECHNICIAN II

Introduction

The VOA TV facility is an International News and Cable Networks in its standards of operation, quality and distribution of programming. The facility has multiple control rooms and studios. The VOA Television Branch is unique and challenging given that programming is conducted in multiple languages, with show talent coming from many nationalities and cultures. Contractors are expected to conduct themselves in a professional and respectful manner. Good organizational and interpersonal skills are required due to the challenges of multilingual broadcasting.

Scope

Contractor shall provide general studio technical support utilizing Government equipment on site at one of the various VOA Television Facilities or in the field as assigned. The contractor may have to work in various studios with various equipment for live, recorded or rehearsal/blocking sessions. The Contractor will program and operate associated equipment in accordance with the day's requirements. He or she may work in conjunction with other Technicians, a Program Director and Producers to create a final product ready for live broadcast, or recorded for transmission at a later time. The contractor shall be able to work well under pressure, meet deadlines, and have a positive attitude.

Tasks

Studio Technician II carries out a wide range of complex audio production tasks including setting up, adjusting and operating both digital and analog audio equipment and/or performs some Video Switching and or advanced level Camera Operations.

Audio Technician

- Operation of multiple-channel audio consoles while ensuring proper audio levels. Mixes and simultaneously controls multiple language channels, return audio and fold back.
- Creates mix-minus configurations for transmission and reception including coordination/producer lines.
- Follows direction of Technical Director or Program Director in order to meet the goals set forth by program producer.
- Adjusts signals for remote venues including audio and telephone live mixing and incorporation of all related audio elements.
- Activates and tracks peripheral equipment such as mini disks and digital files server recorders.
- Takes audio inputs from studio and field microphones, multiple remote feeds, music sources and effects.
- Checks for quality all audio inputs and signals prior to air.
- Coordinates with Master Control for remote information, routing and to make sure that all audio and video levels are transmitting in accordance with the set industry standards.
- Records studio-originated off-air and off-line programs.
- Ensures that sound equipment is in proper working order and alerts technical support for additional assistance.
- Trouble shoots audio and studio/control room communication equipment.
- Prepares and normalizes equipment in audio and or studio area before and after productions making sure all equipment is secured properly.
- Helps to advise Directors and producers of sound equipment capabilities.

- Assist the Supervisory team to make sure all technicians assigned to the studio are at their work stations
- Compose/update write-ups “format pages” for programs that the technician creates.

Video Switcher

- Switch live News or fast paced talk shows in a live environment utilizing high end broadcast switcher (such as a Sony 8000 or a Grass Valley Group (GVG) Kalypso).
- Modify basic multi-channel digital video effects on broadcast switcher.
- Read Waveform Monitors and Vector Scopes.
- Switch inputs into video walls while switching a PGM on multi mix effects switcher.
- Troubleshoot basic switcher, studio and video problems.
- Assist the Supervisory team to make sure all technicians assigned to the studio are at their work stations.

Camera Operator

- Setup and Operate robotic, hand held and in studio cameras with expert proficiency (10+ years in the studio, field or remote location).
- Addresses camera settings at an advanced level
- Demonstrates advanced proficiency when composing camera shots that cover the action and content of a show production.
- Assist the Supervisory team to make sure all technicians assigned to the studio are at their work stations.

Government-Furnished Property, Material, Equipment, or Information (GFP, GFM, GFE, or GFI)

FACILITY and EQUIPMENT: The VOA/IBB shall provide the Contractor a work area, computer, and telephone to operate within the Cohen Building, Washington D.C. Government computers and equipment will be used for official use only.

Security

BUILDING ACCESS/ID CARD: Contractor shall enter the main entrance of the Cohen Building and report to the Security Manager, and submit a request for a VOA ID card via the Contractor Verification System (CVS). Upon verification and notification of an approved application, the Contractor will report to the Security Manager’s office for issuance of an ID card (Monday & Wednesday, 9am to 3pm). This ID card must be carried at all times while performing duties and must be used to access the Cohen Building.

If the Contractor fails to pass a security background check, the contract will be terminated.

Place of Performance

Voice of America

Broadcast Operations

Cohen Building

330 Independence Avenue, SW,

Washington, DC 20237-0001

Period of Performance

The period of performance will commence on or about April 1, 2017 and shall have a five (5) year ordering period.

Each order has a NTE 2,000 hours.

CONTRACT TYPE

The contract will be BPA with orders places on a Firm-Fixed Price basis

EVALUATION CRITERIA

The contractor will show evidence the he/she has worked as an Audio Engineer and or as a basic level Video Switcher in a live television studio environment for at least 4 years and or has performed Camera work at an expert level for at least 10 years in a studio or at an on-site location.

The quality and efficiency of the service performed by the contractor shall be reviewed on a regular basis to ensure that the contractor is meeting the requirements of

SUBMISSION OF INVOICES:

Vendor is required to bill, no more frequently than once a month, via the Treasury vendor self-entry system of IPP, www.ipp.gov.